



# McInroy & Wood Portfolios

## ISA Application Form 2023-24

**Before completing this form, please ensure that you have read our ISA Terms and Conditions which are contained in the Supplementary Information Document (SID) and the Key Investor Information Document (KIID) for the relevant McInroy & Wood ('MW') Fund(s). Further information on the MW Funds can also be found in our Fact Sheets.**

### Personal Information:

Title  First name(s)  Surname

Permanent residential address

Postcode

Daytime telephone number

Email Address

Date of birth

National Insurance No.\*

\*You should be able to find your National Insurance Number on a payslip, form P45 or P60, a letter from HM Revenue and Customs, a letter from the DWP, or a pension order book.

If you do not have a National Insurance Number, please cross this box:

McInroy & Wood Portfolios Limited Client Reference number (existing clients only):

### New ISA subscription:

**I apply to subscribe to a stocks and shares ISA for the tax year 2023-24.**

(Please note that the above declaration **does not commit** you to subscribing with McInroy & Wood Portfolios Limited in future tax years, however it does give you the **option** to do so).

I attach a cheque for the subscription amount made payable to 'McInroy & Wood Portfolios Ltd'.  Tick if applicable

I am sending payment electronically (see page 2 for bank details).  Tick if applicable

I wish to subscribe monthly and enclose a cheque made payable to 'McInroy & Wood Portfolios Ltd' for the first monthly amount and a completed Direct Debit Form for future amounts.  Tick if applicable

**If you wish to sell units from non-ISA holdings to fund the subscription, please use our Fund to ISA Switch Form 2023-24.**

### I declare that:

- all subscriptions made, and to be made, belong to me;
- I am 18 years of age or over
- I have not subscribed, and will not subscribe, more than the overall subscription limit (2023/24 : £20,000) in total to any combination of permitted ISAs in the same tax year
- I have not subscribed, and will not subscribe, to another stocks and shares ISA in the same tax year that I subscribe to this stocks and shares ISA
- I am resident in the United Kingdom for tax purposes or, if not so resident, either perform duties which, by virtue of Section 28 of Income Tax (Earnings and Pensions) Act 2003 (Crown employees serving overseas), are treated as being performed in the United Kingdom, or I am married to, or in a civil partnership with, a person who performs such duties. I will inform McInroy & Wood Portfolios Limited if I cease to be so resident or to perform such duties or be married to, or in a civil partnership with, a person who performs such duties
- I understand that an electronic data source may be used in order to verify my identity for the purpose of complying with UK anti-money laundering legislation and further proof of identity may be requested
- I have read the ISA Terms and Conditions within the Supplementary Information Document and Key Investor Information Document(s) of the Fund(s) in which I wish to invest. I confirm I am familiar with the features of the Fund(s) as described in the Key Investor Information Document(s)
- I acknowledge that I am considered as an execution-only client by McInroy & Wood Portfolios Limited and confirm that I have received no advice from that company or any of their associates or representatives regarding the merits or suitability of investments to be held under this application.

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**I authorise Mclnroy & Wood Portfolios Limited:**

- to receive my cash subscription and to hold my ISA investments, dividends and any other rights or proceeds in respect of those investments
- to make on my behalf any claims to relief from tax in respect of ISA investments

**Investment instructions:**

If you are switching into an ISA from an existing unit trust holding, and have completed section B in the Fund Switch Form, you do NOT require to complete this section.

I hereby instruct you to invest in the undernoted MW Fund(s) in my ISA:

Fund	SEDOL	Lump Sum Amount <i>(minimum initial investment amount £1,000 per fund)</i>	Monthly Saving Amount <i>(minimum £100 per fund)</i>	Income <i>Please tick as appropriate</i>	
				Re-invest	Remit to bank account
MW Balanced Fund Personal Class	B7RRJ16	£	£		
MW Income Fund Personal Class	B8KQRW4	£	£		
MW Smaller Companies Fund Personal Class	B8NC4D9	£	£		
MW Emerging Markets Fund Personal Class	B7SKS40	£	£		
<b>TOTAL</b>		<b>£</b>	<b>£</b>		

**If you do not tick either option, your income will be reinvested.**

**Bank details and payment methods**

Payment is required prior to dealing and can be made by electronic transfer or submitting a cheque with the completed application form. For UK anti-money laundering purposes, we require the applicant's bank account details. Unless someone else is purchasing the units for you, this must be the account from which payment for the units is being made, whether by electronic transfer, direct debit or cheque. We will pay the proceeds from the sale of units and any income distributions to this account. We may verify your bank account details electronically before making any settlement or distribution payments to it. We cannot make payments to a third party.

Account Name

Bank/Building Society Name

Address




Postcode

Sort Code

Account Number

**Please tick all applicable payment methods and complete the relevant sections 1 to 4 below.**

1.	<b>Electronic payment</b>	<input type="checkbox"/>	3.	<b>Cheque</b>	<input type="checkbox"/>
2.	<b>Direct debit (monthly savings only)</b>	<input type="checkbox"/>	4.	<b>Gift</b>	<input type="checkbox"/>

**Note: Any bank charges we incur in relation to receipt of funds by any of the payment methods noted above will be netted off the amount invested shown above.**

- 1. Electronic payments:** Please note that Mclnroy & Wood is unable to make a collection from your account and you must instruct your bank to transfer payment to us prior to dealing. Please send electronic payments with your name as the payment reference to the following account:

**Account Name: Mclnroy & Wood Portfolios Ltd Client Money Account**

**Account Number: 44024819**

**Sort Code: 60-00-01**

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- 2. Direct debit mandate:** The mandate (page 4) must be completed if you would like to make **monthly savings** payments. Direct debits are collected on the 1st of the month.

**3. Cheque:** Please make the cheque payable to “**McInroy & Wood Portfolios Ltd**”. Unless someone else is purchasing the units for you, the cheque must be drawn on your account detailed above.

**4. Gift:** If someone else is purchasing units for you, in your name as a gift, they must complete this section with their details.

Full Name

Address

Postcode

Date of Birth

D	D	M	M	Y	Y	Y	Y
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Signature

Date

D	D	M	M	Y	Y	Y	Y
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### Using your personal information

The personal information which you provide within this application form will be stored and used to help administer your investment in the fund(s). This may include the transfer of your personal information to our business partners and service providers, who assist in the administration of the funds. Their processing may be located outside of the European Economic Area.

The processing of your personal information will be carried out in accordance with our group Privacy Policy, which you can access at the foot of our homepage on our website ([www.mcinroy-wood.co.uk](http://www.mcinroy-wood.co.uk)). Please read our Privacy Policy as it sets out your rights with respect to any personal information we collect from or about you and explains in more detail how we use that information to administer your investment.

### Keeping you informed

We would like to use your personal information to enable us to keep in touch and to send you other information which we think may be of interest to you. Such information could include our 'occasional articles' and information about events we hold. Under data protection legislation we require your explicit consent to use your personal information for these purposes. If you would like us to keep you informed in this way, please tick the box below.

I consent to McInroy & Wood using my personal information to keep in touch and to send me other information which may be of interest to me, such as your 'occasional articles' and information about your events. (Please tick the box.) :

### I declare that this application form has been completed to the best of my knowledge and belief.

Signed

Date

D	D	M	M	Y	Y	Y	Y
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### Checklist:

Before returning your ISA application form, please ensure that you have:

Completed your Personal Information

For lump sum contributions enclosed your cheque or Switch Instruction Form or instructed your electronic payment (using your name as a reference)

For regular monthly contributions **only**, enclosed your completed Direct Debit Form

Completed the Investment Instructions Box

Completed the Income Instructions Box if you wish to receive your ISA income

Reviewed the “Using your personal information” section above and confirmed or otherwise your consent as requested

Read and signed the declaration on the Form

Send the forms and cheque (if applicable) to:

**McInroy & Wood Portfolios Ltd, Investor Administration, 64 St. James's Street, Nottingham, NG1 6FJ**

McInroy & Wood Portfolios Ltd, Investor Administration, 64 St. James's Street, Nottingham, NG1 6FJ

Tel: +44 (0)1620 825867

Registered in Scotland No. 116351. Registered Office: Easter Alderston, Haddington, East Lothian, EH41 3SF, UK

AUTHORISED AND REGULATED BY THE FINANCIAL CONDUCT AUTHORITY



# McInroy & Wood Portfolios

Please complete this direct debit instruction and send it to:

McInroy & Wood Portfolios Ltd  
 Investor Administration  
 64 St. James's Street  
 Nottingham  
 NG1 6FJ

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

## Instruction to your bank or building society to pay by Direct Debit

Service user number

2	9	5	0	9	4
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Reference

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**Instruction to your bank or building society**

Please pay McInroy & Wood Portfolios Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with McInroy & Wood Portfolios Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

A copy of this guarantee is available on our website in the Supplementary Information Document

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit McInroy & Wood Portfolios Ltd will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request McInroy & Wood Portfolios Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by McInroy & Wood Portfolios Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when McInroy & Wood Portfolios Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.